

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
JOB DESCRIPTION**

POSITION TITLE: INVENTORY AND STORE SPECIALIST III -  
Commissary Warehouse

SALARY GROUP: A14

DEPARTMENT: Commissary and Trust Fund

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CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Eric R. Johnston DATE: 7/31/2015

POSITION #: 031134

**I. JOB SUMMARY**

Performs highly complex inventory work in a commissary warehouse. Work involves coordinating store and warehouse operations; displaying and selling merchandise; ensuring compliance with established security requirements, loss prevention controls, and procedures; and supervising offenders. Works under limited supervision with considerable latitude for the use of initiative and independent judgment.

**II. ESSENTIAL FUNCTIONS**

- A. Coordinates commissary warehouse operations; receives and transfers merchandise to unit commissaries; and ensures accurate recording of commissary merchandise.
- B. Coordinates, schedules, and conducts automated physical inventory and periodic item inventory audits; and ensures compliance with established security and inventory requirements and procedures.
- C. Trains and supervises offenders in inventory management and control methods; and provides technical assistance in the program area.
- D. Assists in maintaining security of assigned offenders.

\* Performs a variety of marginal duties not listed, to be determined and assigned as needed.

**III. MINIMUM QUALIFICATIONS**

- A. Education, Experience, and Training
  - 1. Graduation from an accredited senior high school or equivalent or GED.
  - 2. Two years full-time, wage-earning automated inventory management experience.
  - 3. Experience in the supervision of offenders preferred.

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**B. Knowledge and Skills**

1. Knowledge of warehouse operations and inventory methods and procedures.
2. Knowledge of inventory and stock control record keeping and automated inventory control systems.
3. Knowledge of property accounting practices and procedures.
4. Knowledge of applicable state and federal laws, rules, regulations, and statutes pertaining to the handling of state property preferred.
5. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
6. Skill to communicate ideas and instructions clearly and concisely.
7. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
8. Skill to interpret and apply rules, regulations, policies, and procedures.
9. Skill in problem-solving techniques.
10. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
11. Skill to prepare and maintain complex records and files in an automated system.
12. Skill to review warehouse operations for compliance with established procedures.
13. Skill to train and supervise offenders.

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**IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION**

- A. Ability to walk, stand, sit, kneel, push, stoop, crawl, twist, reach above the shoulder, grasp, pull, bend repeatedly, climb stairs, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry 15-44 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, typewriter, calculator, copier, fax machine, telephone, and automobile.